



Shelby County Tennessee

Mayor

Mark H. Luttrell, Jr.,

Questions & Answers

Issued: September 7, 2016

RFP #17-008-06

Promotional Exam Process - Corrections Sergeant

TO ALL PROSPECTIVE BIDDERS:

The following questions were submitted by potential vendors
Our answers are listed in red below:

1. Section IX: How much did the County pay for the last contract for all of the services requested in the RFP? **\$27,000.00**
 - A. If the services in the RFP were paid separately, and not as a lump sum, how much did the County pay for the following: **Costs not separated.**
 - a. Sergeant written exam?
 - b. Sergeant assessment center?
 - c. Sergeant job analysis
2. Section IX: Who was the last company to provide the County with the services proposed in the RFP and where are they located? **Frye/Joure and Associates, Inc. – Memphis, TN**
3. Section IX – C: How many candidates participated in the previous written exam? **107**
4. Section IX – C: How many candidates participated in the previous assessment center? **NA**
5. Section IX: How many candidates are eligible for the upcoming promotional process? **13+**
6. Section IX: Will the County provide all facilities for the promotional testing administrations? **Yes.**
7. Section IX – A: Does the County have a previous job analysis for the sergeant rank that can be utilized during the job analysis process? **No.**

8. Section IX: Is the County willing to conduct development meetings for the promotional exams via webinar/phone conference? **Yes.**
9. Section IX: Does the written exam function as a hurdle, in that only those that pass continue on to the next portion of the testing process? **To be determined during developmental meetings.**
10. Section IX – C: How many questions will the written exam consist of? **To be determined during developmental meetings.**
11. Section IX – C and E: Does the County want the vendor present for the administration of the written exam? **Yes.**
12. Section IX – C: Is there a protest period/item review that candidates are allowed to participate in for the written exam? **To be determined during developmental meetings.**
13. Section IX – C: How many exercises were used in the previous assessment center? **NA**
14. Section IX – C: What exercises did the previous assessment center consist of? **NA**
15. Section IX – C and E: Over how many days was the previous assessment center conducted? **NA**
16. Section IX – E: Does the County have any security concerns that would require all candidates to go through each assessment center exercise in one day? **To be determined during developmental meetings.**
 - a. Or does each candidate have to do all of his/her assessment center exercises in one day? **To be determined during developmental meetings.**
17. Section IX – C and E: Who will be responsible for compensating assessors? **To be determined during developmental meetings.**
18. Section IX – C and E: Who will be responsible for travel expenses for assessors? **To be determined during developmental meetings.**
19. Section IX – C and E: Is the County or the vendor responsible for obtaining assessors for the assessment center? **To be determined during developmental meetings.**
20. Section IX: Does the County have an anticipated timeline for the development and administration of the written exam and assessment center for the Sergeant process? **To be determined during developmental meetings.**
21. Section IX – C: Would the County be willing to use an exam that is proprietary and thus, the key is not available for review by applicants? **To be determined during developmental meetings.**

Debra Louis, Buyer
Purchasing Department
Shelby County Government

Cc: Bid File